

# Mayor and Council Communication

**DATE:** 03/29/22

**M&C FILE NUMBER:** M&C 22-0207

**LOG NAME:** 13P22-0049 EMERGENCY BOTTLED WATER

## **SUBJECT**

(ALL) Authorize Execution of a Non-Exclusive Agreement with Essence Bottling Company of Texas, Inc. for Emergency Bottled Water in a Total Annual Amount Up to \$389,400.00 for the Water Department and Authorize Four One-Year Renewal Options for the Same Annual Amount

---

## **RECOMMENDATION:**

It is recommended that the City Council authorize a non-exclusive agreement with Essence Bottling Company of Texas, Inc. for emergency bottled water in a total annual amount up to \$389,400.00 for the Water Department and authorize four one-year renewal options for the same annual amount.

---

## **DISCUSSION:**

The Water Department approached the Purchasing Division to purchase emergency bottled water. This agreement will provide bottled water to residents, staff, and others in the event of loss of water service due to emergent related events such as major main breaks or inclement weather. To procure these goods, Purchasing staff issued an Invitation to Bid (ITB).

ITB 22-0049 was advertised in the *Fort Worth Star-Telegram* on January 12, 2022, January 19, 2022 and January 26, 2022. The bid opened on January 27, 2022 and one bid was received; from Essence Bottling Company of Texas, Inc. The bid was evaluated based on the lowest responsible bid. Purchasing Staff certifies that Essence Bottling Company of Texas, Inc. meets the requirements stated in the specifications. Purchasing Staff recommends awarding a purchasing agreement for a total up to \$389,400.00 to meet the Department's needs. Products will be ordered based on price and availability. No guarantee was made that a specific amount of products would be purchased.

Agreement Terms: Upon City Council's approval, this agreement shall begin upon execution and expire one year from that date.

Renewal Terms: The Agreement may be renewed for four one-year renewal options for the same annual amount. The renewals do not require specific City Council approval as long as sufficient funds have been appropriated.

Business Equity: A waiver of the goal for M/WBE subcontracting requirements is approved by the Office Business Diversity, in accordance with the BDE Ordinance, because the application of the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

Administrative Change Order: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

Funding is budgeted in the Other Contractual Services account of the Water Department's rollup within the Water & Sewer Operating Fund.

---

## **FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Water & Sewer Fund to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Water Department have the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Reginald Zenoa 8517

**Originating Business Unit Head:** Anthony Rousseau 8338

Cynthia Garcia 8525

**Additional Information Contact:** Heather Oakes 8354